

DIVISION 1

GENERAL REQUIREMENTS

01153 CHANGE ORDER AND ADDENDUM PROCEDURES

PART 1 – GENERAL

1.1 SUMMARY

- A. Changes from the **Scope** may, from time to time, be required. Any changes from the **Scope** must be authorized by the **Inspector** in writing.
 - A **Change Order** is used to exchange or modify materials and/or work listed on the **Scope** for other materials or work.
 - An **Addendum** is used to add additional work (labor and/or materials) to the **Scope**.
- B. **Change orders** and **Addendums** will include equivalent changes in the project cost and allow for extensions to the projected time of completion.
 - The **Contractor** shall submit to the **Agency** a breakdown of the cost for each **Change Order** or **Addendum**.
 - The **Contractor** shall submit to the **Agency** a revised date of completion taking into account the **Change Order** or **Addendum**.
- C. **Change Orders** and **Addendums** shall be numbered in sequence, dated and signed.
- D. Emergency authorization for **Change Orders** and **Addendums**:
 - May be verbally authorized by the **Inspector** to address immediate health or safety concerns.
 - May be verbally authorized by the **Inspector** to expedite repairs of unforeseen conditions during the course of construction.
 - Verbal authorization of emergency **Change Orders** and **Addendums** shall be followed up in writing as soon as possible, usually by the next business day.
- E. A request for estimates for possible changes is not a **Change Order** or **Addendum**. These requests are not an authorization to proceed with the proposed changes or addendums. Except for an emergency authorization, a signed **Change Order** or **Addendum** must be executed prior to any deviation from the **Scope**.

END OF SECTION – 01153 CHANGE ORDER AND ADDENDUM PROCEDURE

